GUIDELINES FOR BRINGING A CANDIDATE TO CAMPUS FOR INTERVIEW

Inform candidate(s) that they are to pay for all expenses. Instruct candidate(s) to keep their receipts to submit for reimbursement of their expenses for travel, meals, and lodging. Reimbursements of travel expenses are for candidates only; travel expenses for guests are not provided, except for meals provided by the search committee as noted below. Candidate(s) are restricted to the YSU Travel Guidelines with regard to reimbursement of expenses according to the limits listed on the YSU Reimbursement Voucher, except when the search committee extends hospitality to the candidate and his/her guest.

Limitations on Search Committee Hospitality
Recruitment of prospective employees involves a process in which members of Search Committees and often times other personnel within the University community evaluate candidates for employment with the University. In addition to the formal interview process, meals or other hospitality events with candidates provide an opportunity for Search Committee members and other University personnel to interact with candidates in a more relaxed environment. The following guidelines for hospitality expenditures for Search Committees have been established. The guidelines include the following recommendations:

Number of Participants

Candidate Only: It is recommended that no more than two individuals accompany the candidate for a meal. This will facilitate more meaningful discussion between the candidate and University representatives. However, if circumstances arise where the interview with the entire Search Committee needs to occur during a meal, prior approval from the appropriate administrative supervisor must be obtained. Also, if the meals for non-search committee members are to be paid by the University, prior approval must be obtained prior to the meal by the appropriate vice president. Employees who fail to follow these guidelines may be subject to personal financial liability and may be required to reimburse the University with personal funds.

Candidate and Spouse: The nature and level of the position within the University may impact whether the spouse of a candidate is included in hospitality activities during the interview process. If the spouse accompanies the candidate, it is appropriate to include the spouse in at least one of the scheduled meal events. If the spouse of the candidate attends a meal function, Search Committee members or other appropriate University personnel may include spouses at the hospitality activity. However, it is recommended that no more than four people (a combination of Search Committee members, other University personnel, or spouses) accompany the candidate and spouse for a meal. In the event someone accompanies the candidate other than a spouse, prior approval from the appropriate vice president should be obtained for that person’s participation in the hospitality event. Likewise this applies to guests other than a spouse for a University representative.

Expenditure Limits Per Participant

Based on the meal and dining facility, the cost for meals will vary. Expenditure guidelines have been established for breakfast, lunch, and dinner:

1. Breakfast - $8 per person
2. Lunch - $12 per person
3. Dinner - $26 per person

Tips are limited to 20% of the total bill, excluding taxes

Candidate Reimbursement Documentation Candidates may be reimbursed for transportation, lodging, and meal costs incurred for the purpose of the interview. In order for your candidate to receive reimbursement of travel expenses, at the completion of the trip the candidate will need to mail the following items to the Chairperson:

(1) the passenger receipt copy (the last [cardstock] copy of their airline ticket),
(2) a copy of the itinerary for the flight,
(3) all other receipts for lodging, meals, etc.
Interview Expenses

Transportation

• Air: All efforts should be made to obtain the lowest coach fare available. For electronic tickets, please submit the web page printout or confirmation letter that is e-mailed to you. Please retain receipts for reimbursement.

• Car Rentals: Candidates coming by plane can rent a car at the airport. Original receipts must be retained and submitted for reimbursement.

• Automobile: Candidates coming by automobile will be reimbursed for mileage and tolls by the University at the current IRS mileage rate. However, mileage reimbursement may never exceed the cost of available alternate transportation, i.e., the reimbursement for mileage cannot exceed the lowest train or airfare available. In cases where the applicant elects to drive rather than travel by plane or train, the lower of the available alternatives will be reimbursed.

Lodging

The University will only pay the lodging and room tax. Any other expenses must be paid by the candidate. The department procurement card should not be used for reserving or paying any lodging expenses. The lodging expense should be reimbursed by submitting a Reimbursement Voucher. If the candidate chooses to remain in town beyond the interview period, any additional meals/lodging should be at their own expense.

Meals

The University will reimburse the per diem rate for meals (breakfast $8, lunch $12, dinner $26), including gratuities up to 20%. Meals may be charged to hotel/motel room, if applicable. An itemized receipt must be provided.

Recruiting Expenses

Each department is responsible for the cost of employment ads placed for Faculty and Staff searches. Search chairs are encouraged, at their own discretion, to use less expensive “online only” promotions to conserve resources.

Relocation Allowance

The University will pay a $1,000 relocation allowance to Faculty or Staff members who relocate their household to within 50 miles of campus within three months after the effective date of their appointment.